

Minutes of the MEETING OF THE PARISH COUNCIL on Monday 10 March 2025 at 7:30pm at Denham Grove Hotel, Suite 1, Conference Wing, Tilehouse Lane, Denham UB9 5DG.

Councillors:	# Cllr S Williams (SW) – Chairman	Cllr A Head (AWH)
	Cllr J Walsh (JW)	Cllr B Keen (BK)
	Cllr A Hans (AH)	Cllr E Austin (EA)
	Cllr M Heath (MH)	Cllr G Hollis (GH)
	# Cllr W Davey (WD)	Cllr J Griffiths-Heath (JGH)
	Cllr S Jefferys (SJ)	# Cllr N Abadjion (NA)
	Cllr M Goonesekera (MG)	# = Apologies received
Clerk:	Derek Wilson	## = Apologies not given

Meeting was voice-recorded

Agenda No	Minutes	Actions
20250310/01	Welcome and Apologies for Absence Apologies received from Cllrs S Williams, W Davey and N Abadjion Cllr J Chokkar will be arriving late Cllr S Williams is unable to make this meeting due to a prior commitment, Cllr M Heath as vice-chair will Chair tonight's meeting.	
20250310/02	Declaration of Interests Under Section 33 Localism Act 2011 to grant dispensation to Councillors who may have incurred expenses whilst carrying out their duties as a Parish Councillor. No declarations of interest were recorded	
20250310/03	Public Session (not to exceed 15 mins – Standing Order 3 (e & f) and no member of the public can speak for more than 5mins, Standing Order 3 (g). No members of the public were present	
20250310/04	Approval of Minutes - Minutes of the Planning meeting held on 4 February 2025 – Proposed by Cllr JW Seconded by Cllr EA – Agreed by members present. - Minutes of the Full Council meeting held on 10 February 2025 – Proposed by Cllr MH Seconded by Cllr AWH – Agreed by members present. Cllr JW referred to item 15 IT Infrastructure – Plea of dispersing with paper copies from April and Cllrs should be referring to SharePoint due to the confidential nature of papers circulated. There will be exceptions from time to time. Some Councillors advised that they do not use SharePoint and preferred the attachment copy. There was a discussion about the software for making notes that was still not available, although Microsoft Notes could be used to provide an aide memoir.	

EC

	The Clerk advised members that there was a presentation given by Neil Homer and a discussion about the upcoming Local Elections 1 May 2025. Members were handed nomination forms to complete. The calling of the election will take place next week on Tuesday 18 March and the deadline for returning nomination forms to Aylesbury 2 April by 16:00hrs. These returned forms can be collated back to the office by Friday 28 March by Midday.	
20250310/09	Associate Member co-opted to Parish Councillor Under Section 89 Local Government Act 1972 to co-opt Jade Griffiths-Heath Associate Members onto the Parish Council. This is only until the whole Council retires in May 2025, due to this being an election year in Buckinghamshire Council. Recommendation: This Council agrees to the appointment of Jade Griffiths-Heath to Denham Parish Council as a co-opted councillor. Resolution: The members unanimously agreed to Cllr Jade Griffiths-Heath's appointment.	
20250310/10	Neighbourhood Plan Meeting held with Plan-ET planning consultants on 26 February 2025 to discuss a brief for developing a refreshed Neighbourhood Plan for Denham. Recommendation: To appoint Plan-ET as our planning consultancy company to carry out revisions to the Denham Neighbourhood Plan and to follow the process through to examination (as attached) and to make any comments/recommendations following the examiners comments. Resolution: The members unanimously agreed to Plan-ET being appointed to take our new Neighbourhood Plan forward, following a recommendation by members of the working party consisting of Cllrs SW, AWH, JW and NA.	
20250310/11	Certifying Documents Policy Recommendation: To agree to the above policy being adopted – Agreed by the members present	
20250310/12	Safeguarding Policy Recommendation: To agree to the above policy being adopted – Cllr JW referred to the section 'How to report a safeguarding concern'. Bottom of page 2 going onto page 3 to insert 'or independent Councillor'. This amendment was agreed by members present.	
20250310/13	GDPR and Data Protection Policy Recommendation: To agree to the above policy being adopted. Cllr EA referred to the five bullet points under the sub-heading 'Exemptions' should be contained under the Freedom of Information policy. Otherwise, the rest of the policy is correct – Agreed by members present.	
20250310/14	Freedom of Information and Environmental Information Regulations Policy Recommendation: To agree to the above policy being adopted. As stated above under GDPR the exemptions bullet list should be inserted into this	

	policy. It was also agreed to take this policy back to Policy and Procedures for a review.	EC						
20250310/15	Document Retention and Records Management Policy Recommendation: To agree to the above policy being adopted – Agreed by the members present.							
20250310/16	Tablet Policy Recommendation: To agree to the above policy being adopted – Cllr AWH referred to the 'Use of devices for personal purposes.' A discussion followed and it was agreed to remove the first sentence and retain the second sentence, with Cllr EA requesting the insertion of word 'must not' instead of 'should not'. Also, under 'Equipment provided' it was agreed to insert the words 'if required' just after 'Each Councillor' – Agreed by members present							
20250310/17	Newsletter (Draft copy attached) N.B. Please note that this is a draft document Cllr AH opened the discussion and thanked Cllr BK for her work. There was a general discussion surrounding the newsletter. Some of items that could be expanded upon relate to the VE-Day celebrations and to list all defibrillator sites around the parish. Remove the Chiltern dial-a-ride service and the promotion of the church, as they have their own magazine to promote themselves. The biodiversity article is the same as the previous article that was written in the last issue. The March dates could be taken out, as they will be out-of-date by the time it has been printed and distributed. It was agreed that a revised draft will be produced by Cllr AH and BK with the above amendments.	Cllr AH/BK						
20250310/18	Martinsfield Nothing to Report							
20250310/19	Financial Matters and Reports Cllr AH opened the discussion on this item. 1. Flagstone Update (See attached) It was noted that some transactions will need to be moved where interest has been added and have pushed the amount above the guaranteed limit. Cllr MH raised if Raisin Money Markets had been considered as they didn't charge a fee to the user. The meeting was advised by Cllr AH that they work in a different way with their administration fees. 2. Financial Budget Heading (See attached) – Cllr AH advised members that this report is no longer required and should not be attached. – Agreed by the members present. 3. Financial Budget Comparison Report (See attached). This is a good report as it shows actual expenditure versus the budget allocated for the year. 4. Finance Correspondence List 5. Payments Report for February/March 2025 (See attached). A revised payments list was circulated for members to agree. The revised amount is £26,270.97 – Members agreed. <table><tr><th colspan="2">Expenses over £500 + VAT for December/January 2025 (To Note)</th></tr><tr><td>Dr Tech – Monthly IT Charges - February</td><td>£621.32</td></tr><tr><td>Dr Tech – New Tablets</td><td>£2,310.41</td></tr></table>	Expenses over £500 + VAT for December/January 2025 (To Note)		Dr Tech – Monthly IT Charges - February	£621.32	Dr Tech – New Tablets	£2,310.41	EC
Expenses over £500 + VAT for December/January 2025 (To Note)								
Dr Tech – Monthly IT Charges - February	£621.32							
Dr Tech – New Tablets	£2,310.41							

	Turfcare – MB Grass and Marking - February	£772.20		
	Take One – Retainer	£600.00		
	London Hears (Paid) Defibrillator	£801.60		
	Premier Clean – Remove Graffiti x 10	£2,145.00		
	IBB Law – Professional Fees Bowls Club	£1,800.00		
	IBB Law – Professional Fees Tender	£574.20		
	Window Flowers – Maintenance Charge	£2,156.62		
	Groundwork – RoW Clearance	£5,384.76		
	Forward Trust – Weed and Bark	£1,099.80		
	Forward Trust – Denham Green Planting	£1,152.00		
	Premier Clean – Remove Graffiti Gel	£4,887.50		
	Total	£24,305.41		
	Cllr AH advised that all pending expenditure to be completed by 31 March.			
20250210/20	Date of Next Meeting			
14 April 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG				

Signed: Derek Wilson – Executive Clerk and RFO

Date: 11 March 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
3pm to 5pm	Sunday	16 March 2025	Afternoon Social and Bingo, New Denham Community Centre
7pm	Tuesday	18 March 2025	Communities and Events, Parish Office
7pm	Tuesday	1 April 2025	Planning Committee, Parish Office
10am to 2pm	Friday	4 April 2025	Memory Café, St Mark's Hall, Denham Green
7.30pm	Monday	7 April 2025	Services Committee, Parish Office
7pm	Wednesday	9 April 2025	Policy and Procedures Committee, Parish Office
3pm to 5pm	Sunday	13 April 2025	Afternoon Social and Bingo, New Denham Community Centre
7.30pm	Monday	14 April 2025	Full Council Meeting, Denham Grove Hotel